

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 52-01

Subject:

DATE: 12/16/91

Sunset Review:

CHEATING IN FLETC TRAINING PROGRAMS

1. PURPOSE. This directive establishes the policy on the reporting of, inquiry into, and disposition of alleged incidents of cheating in training programs conducted by the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The provisions of this directive apply to all students participating in FLETC conducted training programs.
3. CANCELLATION. FLETC Directive 52-01, Cheating in Center Training Programs, dated August 28, 1989 is superseded.
4. DEFINITION. Cheating is any situation in which a student receives unauthorized assistance while performing a task, the satisfactory completion of which is a requirement for completion of a course of study conducted by the FLETC. This also applies to the re-creation and exchange of actual test questions from one class/student to another, as well as any attempts to replicate actual examination questions and answers. This should not be construed as to restrict group study by students wherein notes and anticipated questions are shared, provided these notes and/or questions were not provided by an individual who has already taken the examination.
5. POLICY. Cheating in FLETC training programs is considered a serious infraction of personal and official standards of conduct and will be thoroughly investigated and, where proven, will result in dismissal from training. It is the FLETC's policy that all allegations of cheating in FLETC conducted training programs be reported through official channels to appropriate personnel. Further, it is the FLETC's policy that each instance of alleged cheating be reviewed in such detail as is necessary to determine whether there is validity to the allegation. All allegations of cheating which have been substantiated shall be a matter of official record.
6. PROCEDURES AND RESPONSIBILITIES.
 - a. Student Orientation. The program manager, program specialist, or program technician is responsible for bringing the FLETC's policy on student cheating to the

attention of all students during their orientation. The program manager, program specialist, or program technician will ensure that each student has received a copy of the FLETC Student Honor Code (Attachment 1).

b. Reporting. When an incident of cheating or alleged cheating comes to the attention of any person assigned to or associated with the FLETC, this information will be communicated orally to the responsible program manager as soon as possible. The program manager will notify the appropriate office director. The office director shall immediately orally notify the Director, FLETC through the Deputy Director. The office director shall also notify the appropriate participating organization representative. The Deputy Director shall ensure that the Department of the Treasury Inspector General's Office is notified of the allegation and kept informed during the course of the inquiry. Further, the person making the oral report shall, within 24 hours, make a written report to the appropriate office director, through the applicable chain-of-command.

c. Examination Administrators. Examination administrators will notify students preparing to take an examination that cheating will not be tolerated and that the penalty for cheating is dismissal from the FLETC. An examination administrator or instructor who, for whatever reason, suspects that cheating has occurred while he or she was administering an examination or practical exercise shall report the incident to the appropriate program manager for action.

d. Inquiry.

(1) The responsible program manager will ensure that there is an inquiry into the circumstances of each allegation of cheating unless the Inspector General assumes jurisdiction over the matter. This inquiry will be conducted and documented by the program manager in conjunction with the on-site participating organization and, to the extent possible, with those agencies that do not have representatives on the FLETC. A written report will be submitted to the appropriate office director.

(2) Nothing in this directive precludes an independent inquiry by a participating organization into the alleged incidence of cheating, if deemed necessary. However, the participating organization representative will notify the appropriate office director that the agency is conducting an inquiry and will provide a copy of the report of the inquiry to the office director. All data developed from the FLETC inquiry will be made available to assist the participating organization representative.

e. Office Director's Report. The appropriate office director will submit a report (which shall include the report submitted under paragraph 6. d.) to the Director, FLETC through the Deputy Director. This report shall include the name(s) of the person(s) involved, circumstances of the incident, and a recommendation on the action to be

taken. The office director's report will also contain any appropriate recommendation(s) which might prevent occurrences of a similar nature in the future. This report will be submitted to the Director, FLETC within five working days of the date the matter came to the attention of the office director unless an extension is granted by the Director, FLETC.

f. Decision to Dismiss a Student from Training. The employing agency of the person involved in the cheating incident will be notified before a decision is made to dismiss a student from a FLETC training program. The final decision to dismiss a student from training for cheating rests with the Director, FLETC. When the Director's decision is to dismiss the student from training, the action will be effective as soon as possible. A student who is dismissed from training for cheating is not eligible for readmission to the FLETC.

g. Exceptions. Exceptions to the above policies and procedures may only be granted by the Director, FLETC.

7. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director

Attachment

Student Honor Code
Federal Law Enforcement Training Center

The Federal Law Enforcement Training Center (FLETC) Student Honor Code is based on the premise that persons aspiring to serve as Federal law enforcement agents/officers should exhibit the highest levels of personal conduct and integrity. The FLETC Student Honor Code prescribes that all work submitted by a student to successfully complete a FLETC training program be the sole product of the student. Each student has an obligation to uphold the highest standards of integrity in training, which includes a refusal to tolerate dishonesty by other students at the FLETC; and an active interest in contributing to the existence of a high sense of moral and social responsibility on the part of all students. The code applies not only to written examinations but also to all work performed in the graded practical exercises of a training program. Honor Code violations, as outlined in the FLETC Directive 52-01, will result in termination from training. The following are considered to be violations of the FLETC Student Honor Code as they pertain to written examinations and graded exercises:

- copying from another student's work
- soliciting, giving, and/or receiving unauthorized aid - orally or in writing
- duplicating or replicating of any part of an examination
- exchanging and/or transmitting examination questions/materials from one class/student to another
- using/possessing duplicated or replicated examination questions/materials
- using unauthorized aids

At the conclusion of each written examination, each student will be asked to sign a pledge that he/she has neither given nor received aid from any unauthorized source before or during the examination. Failure to sign the pledge will result in the student's examination not being graded; thus, the student will receive a score of zero. Any student who observes or learns of another student's violation of the FLETC Student Honor Code is bound by the Honor Code to report to the examination administrator the name of such student(s) involved, furnishing such evidence as is available to support his/her charge. For the FLETC Student Honor Code to operate successfully, the cooperation of the entire student body of FLETC is essential.

FLETC Student Honor Pledge

On my honor, I pledge that I have neither given nor received unauthorized aid on this examination. I further pledge that, if I have reason to suspect that the FLETC Student Honor Code has been violated, I have taken or will take action as outlined in the FLETC Student Honor Code.

Signature of Student